

**2011 ‘Recycling, Anti-Litter, and Reduction’ Public Service Announcement Posters
Development and Delivery – Program Request for Applications (RFA)**

OVERVIEW INFORMATION

Agency Name and Office: The U. S. Environmental Protection Agency (EPA), Region 2, Resource Conservation and Recovery Act Programs, Resource Conservation and Special Projects Section

Funding Opportunity Title: 2011 “Recycling Public Service Announcement Posters Development and Delivery”

Announcement Type: Request for Applications

Funding Opportunity Number: EPA-R2-RPB-02-2011

Catalog of Federal Domestic Assistance (CFDA) Numbers: 66.808 Solid Waste Management Assistance

Key Dates:

May 4, 2011 - Solicitation re-distributed by EPA, Region 2

May 25, 2011 – Applications submitted to EPA by 5:00 PM EST on this date.

June 15, 2011 – Approximate date successful applicant will be notified.

June 20, 2011 – Approximate date unsuccessful applicants will be notified.

August 26, 2011 – Approximate date Assistance Agreements will be awarded.

Executive Summary:

The 2011 “*Recycling Public Service Announcement Posters Development and Delivery*” announcement is EPA Region 2’s competitive funding opportunity, which promotes solid waste management and reduction, and an anti-littering message, in New York, New Jersey and Puerto Rico within Region 2. This notice announces the availability of approximately \$40,000 total program funding for FY 2011. The Region expects to award one cooperative agreement to an eligible applicant for the total amount of up to \$40,000, for a project which will educate the public about the importance of: solid waste recycling; solid waste reduction; and cessation of littering, through the development of multiple public service announcement (PSA) posters in English and Spanish. The agreement will cover the development, delivery and distribution of these PSAs.

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Section I. FUNDING OPPORTUNITY DESCRIPTION:

A. Background The U. S. Environmental Protection Agency Region 2 is soliciting applications for projects that address the 2011 “*Recycling Public Service Announcement Posters Development and Delivery*” announcement goals from applicants carrying out or desiring to carry out projects that serve New York, New Jersey, and Puerto Rico within Region 2.

B. Scope of Work: EPA is looking to fund an educational outreach project that will educate the public in the New York, New Jersey, and Puerto Rico, about the importance of solid waste reduction, solid waste recycling, and litter cessation. The assistance agreement recipient should use PSA posters in both English and Spanish to reach their audience and to convey the messages of increased recycling, reduced littering, and waste reduction in concise, culturally relevant, and creative ways. Using other PSA formats used to supplement poster development is also appropriate. Workplans should be creative, culturally relevant, and should address how the organization plans to distribute the educational messages most widely to the public, using the most efficient means.

C. EPA Strategic Plan Linkage: Pursuant to Section 6a of EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements to the Agency’s Strategic Plan. <http://www.epa.gov/ocfo/plan/plan.htm>

In this program, all applications must support Goal 3, Land Preservation and Restoration; Objective 3.1: Preserve Land, Sub-objective 3.1.1, Reduce Waste and Increase Recycling, of EPA’s 2006-2011 Strategic Plan. Specifically, EPA Region 2 would like to see increased rates of recycling and decreased rates of litter and waste generation in Region 2, and is looking for effective and creative applications to achieve this goal.

D. Anticipated Outcomes/Outputs: EPA requires that assistance agreement applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>.)

1. Outputs. The term “output” means an environmental activity, effort, or other work product which is conducted or produced in order to achieve an environmental goal or objective.

Outputs are produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

For example, if a goal is reducing solid waste, then an output may be activities performed in order to reach that goal. Outputs need to be measurable. Some outputs, such as conferences, PSA displays, or conference calls, are easily counted and measured. Other outputs, such as the satisfaction and inspiration experienced by attendees of workshops, are measured less easily, for example by incorporating evaluation score sheets into workshop events.

Examples of outputs from the project(s) to be funded under this announcement may include the following:

- PSA in both English and Spanish developed.
- Partnerships between agreement recipient and organizations able to publicize PSAs.
- Number of displays or other publicity measures given to each PSA.

Quarterly progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, “Reporting Requirement.” All reports submitted to EPA will be via electronic delivery.

2. Outcomes. The term “outcome” means the end result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, or programmatic in nature, but must be quantitative. Some outcomes may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and possibly all, of the following environmental outcomes:

- Measurable increases in the amount of material in Region 2 being diverted, recycled or composted (i.e., tons of waste).
- Measurable reductions in solid waste being generated (i.e., changes in policy such that less waste is produced in the first place).
- Reductions in use of energy and water.
- Decreased metric tons of carbon equivalent (MTCE) emitted

E. Supplemental Information:

1. Statutory Authority - Only those applicants that successfully specify activities that are designated by statutory authority may be awarded through this funding opportunity. To assist applicants with the identification of allowable activities, the following information is provided.

Resource Conservation/Solid Waste Management

Section 8001(a) of the Resource Conservation and Recovery Act (“RCRA”), 42 U.S.C. § 6981, supports the following allowable activities:

“conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).”

Demonstration projects generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. Demonstration projects also must measure the results of the activities conducted under such projects.

2. Voluntary Partnership Program Membership – We believe that any funding recipient that will implement a successful public education program to reduce waste, decrease litter and increase recycling rates should be adhering to environmentalist principles itself. An indicator of these principles is participation in one or more of EPA’s voluntary partnership programs, as listed on www.epa.gov/partners. In particular we wish to encourage membership in the solid waste reduction voluntary partnership program called WasteWise. EPA’s WasteWise Program helps its partners meet goals to reduce and recycle municipal solid waste and selected industrial wastes. Businesses, local governments, and non-profit organizations of all sizes and from all industry sectors can join WasteWise. WasteWise partners and endorsers range from small local governments and nonprofit organizations to large, multinational corporations.

The [WasteWise Endorser Program](http://www.epa.gov/wastewise) engages state and local government agencies, trade associations, nonprofit organizations, and businesses to help educate their members and constituents about the benefits of reducing solid waste. More information about the program and an easy link to join are available at www.epa.gov/wastewise.

While participation in EPA’s voluntary partnership programs is not an eligibility requirement for application, we do wish to encourage participation and thus one of the evaluation criteria, worth 5 points, is participation in one or more of these programs.

Section II. AWARD INFORMATION: The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$40,000.

EPA Region 2 anticipates award of one cooperative agreement under this announcement up to \$40,000, subject to the availability of funds and the quality of evaluated applications.

EPA Region 2 reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months from the date of the original selections.

EPA Region 2 also reserves the right to make no awards under this announcement.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

The project period for awards resulting from this solicitation is estimated to begin in September of 2011. Proposed project periods may be up to two years.

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA Region 2 will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project could include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 40 CFR 31.36(g), review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

Section III. ELIGIBILITY INFORMATION:

A. Eligible Entities: Consistent with the applicant eligibility section of CFDA 66.808 and EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), the following entities are eligible for funding: States (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities; and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible.

B. Cost Sharing or Matching: For projects that support resource conservation/solid waste management, there are no statutory requirements for matching or formula requirements pursuant to RCRA Section 8001. Therefore, cost sharing or matching is not required as a condition of eligibility. Although cost sharing or matching is not required as a condition of

eligibility under this competition, under Section V of this announcement EPA will evaluate applications based on a leveraging criterion.

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share as its form of leveraging (see below). Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal agreements may not be used as voluntary cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

C. Threshold Eligibility Criteria: These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A. above) that meet all threshold eligibility criteria listed below will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applications must consist of activities authorized under the EPA statute as described in Section I – Funding Opportunity Description.
2. All applications must contain a concise description of expected outputs and outcomes and a discussion of how the applicant intends to measure them as described in Section I – Funding Opportunity Description.
3. Applications must substantially comply with the Content and Form guidelines for application development set forth in Section IV of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.
4. Applications must be received by the EPA as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement on or before the submission deadline.
5. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly

demonstrate that it was late due to EPA mishandling or because of technical problems associated with grants.gov. Where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Rachel Chaput as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

6. Applications must support Goal 3 Land Preservation and Restoration, Objective 3.1 Land Preservation, Sub-objective 3.1.1 Reduce waste generation and increase recycling of EPA's Strategic Plan.

Section IV. APPLICATION AND SUBMISSION INFORMATION: In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Send these questions to Rachel Chaput at chaput.rachel@epa.gov.

Applicants may download individual application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/recipients roles and responsibilities from EPA's Grants and Debarment website by visiting http://www.epa.gov/ogd/grants/how_to_apply.htm.

A. Content and Form of Application Submission: The following is a list of required submissions. A Narrative Statement or "Work Plan" (see Section b below) is required and must be a maximum of seven (7) pages **single spaced** and legible. **Excess pages beyond the seven page limit will not be considered in the review of the application.**

1. Application Details: A complete application **must** have the following information submitted in its entirety and confirmed received by EPA Region 2 by 5:00 PM EST on May 25, 2011 in order to be considered for funding. You must apply using the www.grants.gov website process, and also submit an original hard copy document to our offices, delivered in sufficient time to be received within one week of the electronic application submission.

- a. SF-424 Application for Federal Assistance, with original signature. Please note that a Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included on every SF-424. Applicants should call 1-866-705-5711 for information.
- b. Narrative Statement (Work Plan), in the format detailed below
- c. SF-424A, Budget by categories and indirect cost rate
- d. SF-424B, Assurances for Non-construction Programs
- e. EPA Form 5700-54 - EPA Key Contacts Form
- f. EPA Form 5700-53 - Certification Regarding Lobbying
- g. EPA Form 4700-4 – Pre-award Compliance Review Report

- h. Copy of Negotiated Indirect Cost Rate Agreement, if applicable
- i. Disclosure of Lobbying Activities (SF-LLL), if applicable
- j. Biographical Sketch - Provide an appendix with resumes of up to three key personnel who will be significantly involved in the project.

2. Work Plan: The narrative statement (work plan) must not exceed **seven** pages, **single spaced**. However, addendum pages may be added to include biographical sketches, resumes, forms, letters of support, etc. The project work plan should explicitly address Threshold Evaluation Criteria laid out in Section III, Part C as well as the application ranking factors as described in Section V, Part A, Evaluation Criteria and Ranking Factors. The project work plan should include:

a. Project Description

- Project title and concise description of environmental issue and proposed project: including goals, regional priorities and allowable activities described in Section I - Funding Opportunity Description.
- Project period: provide the beginning and ending dates (for planning purposes, applicants should assume funds will be available by September 2011).

b. Project Strategy and Partnerships

- Program goals: a concise summary of how the project intends to meet the goals of the **Recycling, Anti-Litter, and Reduction Public Service Announcement Posters Development and Delivery** program goals described in Section I - Funding Opportunity Description.
- Summary of the project goal(s) and associated project strategy.
- Proposed activities: list and describe activities and provide a concise project description that clearly articulates the purpose of the project, target audience, projects completion plans/time frames and deliverables.
- Project schedule with a list of project milestones with estimated dates, including estimated duration of the project.
- List project partner's roles and funding contribution (if applicable). Include "Letter(s) of Commitment" from all project partners.

c. Environmental Measures

Describe the anticipated outputs and outcomes in detail and include an explanation of how the outputs and outcomes will be measured as described in Section I – Funding Opportunity Description. Identify incremental and yearly anticipated project outputs and outcomes.

- Measurement- how will the success of the project be evaluated and measured? (e.g., training - explain the return on investment and number of people trained). Include both outputs

(deliverables or products) and outcomes (impact or change in behavior). Emphasize numerical targets (i.e., tons of solid waste diverted, recycled, reused). For training events, evaluation forms should be incorporated for attendees so that actual change in behavior and programs can be projected more effectively.

- Conclusion - provide a brief discussion of the anticipated benefits and challenges in implementing the project and explain how the project or portions of it will be sustained after the project and budget period ends.

d. Budget

- Funding Requested. Specify the amount you are requesting from EPA.
- Total Project Costs. Specify the total cost of the project. Identify funding from other sources including any in-kind resources if applicable.
- Detailed Itemized Budget. Clearly explain how EPA funds will be used. Provide a detailed budget for the following categories:
 - Personnel
 - Fringe Benefits
 - Contractual Costs
 - Travel
 - Equipment
 - Supplies
 - Other
 - Total Direct Costs
 - Total Indirect Costs: must include documentation of accepted indirect cost rate
 - Total Cost
- Demonstrate how you will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds/resources to leverage additional resources to carry out the proposed project(s). Describe the type of leveraging proposed, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during agreement performance, and what role it will play in the overall project. Selected applicants are expected to abide by their proposed leveraging commitments during agreement performance and the failure to do so may affect the legitimacy of the award.
- Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from

businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

e. Programmatic Capability and Past Performance: Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

3. Contracts and Subawards/Subgrants

a. Competing Contracts and Subgrants: EPA awards funds to one eligible applicant as the recipient even if other eligible entities are named as partners or co-applicants or members of a “coalition” or “consortium.” The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance,

which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the application/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the application solely based on the firm's role in preparing the application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

b. Evaluation of Subawardees by EPA Region 2: Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA Region 2 to make selections under this announcement. During this evaluation, in addition to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

1. An applicant's named **subawardees/subgrantees** identified in the application, if the applicant demonstrates in the application that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants;
2. An applicant's named **contractor(s)**, including consultants, identified in the application if the applicant demonstrates in its application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were

made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application evaluation process unless the applicant complies with these requirements.

4. Confidential Business Information: In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, the agency considers competitive applications/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

5. Funding Restrictions: No pre-award costs can be incurred for projects submitted under this solicitation. Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Even though a application may involve an eligible applicant, eligible activity, and eligible purpose, agreement funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. For example, allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations" (2 CFR Part 230), and A-21 "Cost Principles for Education Institutions" (2 CFR Part 220), and A-87 "Cost Principles for State, Local, and Indian Tribal Governments" (2 CFR Part 225). Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment is an example of a generally unallowable cost.

Management Fees: When formulating budgets for applications/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

B. Mode of Application Submission

Applications must be submitted electronically through grants.gov. If you cannot submit your application electronically, please contact the person listed in Section VII to discuss the possibility of an alternate method of submission.

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to [download for free on the Grants.gov website](#). For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R2-RPB-02-2011, or the CFDA number that applies to the announcement (CFDA 66.808), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than May 25, 2011, at 5:00PM EST. Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Grants.gov Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Narrative Proposal-prepared as described in Section IVA of the announcement

8. Disclosure of Lobbying Activities (SF-LLL), if applicable
9. Copy of Negotiated Indirect Cost Rate Agreement, if applicable
10. Biographical Sketch, if applicable

The application package *must* include all of the following materials:

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. SF-424A, Budget Information for Non-Construction Programs

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

3. SF-424B, Assurances for Non-Construction Program. Complete the form. There are no attachments.

4. EPA Lobbying Form – Certification Regarding Lobbying. Complete the form. There are no attachments.

5. EPA Form 5700-54, Key Contacts Form

Complete the form. There are no attachments.

If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

6. EPA Form 4700-4, Pre-Award Compliance Review Report. Complete the form.

7. Narrative Proposal

Prepared as described in Section IV A of the announcement.

8. SF-LLL, Disclosure of Lobbying Activities, if applicable

This form is required if your organization is involved in lobbying.

Complete the form if your organization is involved in lobbying activities.

9. Other Attachments Form – Negotiated Indirect Cost Rate Agreement

Use if indirect costs are included in the project budget.

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and

Submission Instructions below for more details.)

You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

10. Other Attachments Form – Biographical Sketches for the Project Manager(s)

Use the "Other Attachments Form" in the "Optional Documents" box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

Application Preparation and Submission Instructions

Documents 1 through 6 listed under Application Materials above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For documents 1 through 6, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For document 7, you will need to attach electronic files. Prepare your narrative proposal as described above and save the documents to your computer as an MS Word or PDF file. When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there are other attachments to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission." Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the "Budget Narrative Attachment Form."

Documents 8 through 10 are listed in the "Optional Documents" box, but *please note that these so-called "optional" documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement

– if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY10 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 10 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY10 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact [name of EPA contact].

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Rachel Chaput, Grant Program Manager, at (212) 637-4116 or at chaput.rachel@epa.gov. Failure to do so may result in your application not being reviewed.

C. Submission Deadline

Applications must be received by May 25, 2011, 5:00 PM EST in order to be considered for funding.

Section V. APPLICATION REVIEW INFORMATION:

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below. Applicants should explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria and Ranking Factors: The Agency will evaluate the following factors and assign a point value according to how well these criteria are achieved in the application:

Criterion	Point Value
1. The extent and quality to which the narrative application includes a well-conceived strategy for addressing all of the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs)	15
2. The extent and quality to which the narrative application's goals are realistic and will be actually implemented by project end	15
3. The extent to which the application sets forth a reasonable time schedule for the execution of the tasks associated with the project(s)	10
4. <u>Outcomes/Outputs</u> : The effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in Section I of this announcement.	10
5. <u>Programmatic Capability and Past Performance</u> : Under this criterion, applicants will be evaluated on (i) (12 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative application as described in Section IV.C of the announcement, including their history of meeting the reporting requirements and whether the applicant submitted acceptable final technical	30

<p>reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (ii) (9 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iii) (9 pts) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under item (i) of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (item i above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
<p>4. Budget: (i) (5 pts) the extent to which the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes, and (ii) (5 pts) the extent to which the budget is structured clearly and breaks down funding for each major activity.</p>	<p>10</p>
<p>5. Leveraging: Under this criterion, applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/ resources</p>	<p>5</p>

<p>beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities.</p>	
<p>6. <u>Other EPA Partnership Programs</u> – see Partnership Programs detailed at www.epa.gov/partners/. In particular we recommend joining the WasteWise program, which can be found under the ‘waste management’ link on that page. Applicants who can demonstrate they are actively participating in at least one Partnership Program will be given 3 additional points on their application ratings; active participation in two Partnership Programs will get 4 points; and active participation in three or more programs will gain the applicant 5 points in this section. Applicants with no voluntary Partnership program memberships will receive 0 points for this criterion.</p>	<p>5</p>

B. Review and Selection Process

1. Review Process: Eligible applications will be reviewed by the EPA Regional review panel. The review panel will be composed of EPA Regional RCRA program staff and possibly some members from outside this program. The evaluation process will use the evaluation criteria and scoring provided in [Section VA](#) above.

2. Selection Process: The highest ranked application(s) will be recommended for funding and a listing of the application(s) will be forwarded to the Division of Environmental Planning and Protection Division Director for review. The final application(s) will be selected for funding by the Division of Environmental Planning and Protection Division Director. In making the selection decisions, the Division Director (or SES equivalent) will consider the evaluation rankings and may consider geographic diversity and available funds. EPA anticipates that final funding decisions will be made by June 13, 2011.

Section VI. AWARD ADMINISTRATION INFORMATION:

A. Award Notices - Following evaluation of applications, all applicants will be notified regarding their status.

1. EPA anticipates notification to the *successful* applicant(s) will be made via telephone or email by June 15, 2011. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin work. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. EPA anticipates notification to *unsuccessful* applicants will be made via email, telephone, or postal mail (date of postmark) by June 20, 2011. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B.. Intergovernmental Review: State and local government applicants from Puerto Rico and Virgin Islands are subject to Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs." New York State and New Jersey State do not participate in the Intergovernmental Review and thus applicants from these States do not need to comply with this procedure. As described under the section on "Application and Award Process" in CFDA 66.808: Solid Waste Management Assistance, applicants should consult with their Commonwealth or Territory's Single Point of Contact (SPOC) for more information on the process of submitting an application for review. The following link provides state contact information: <http://www.whitehouse.gov/omb/grants/spoc.html>. Federally-recognized tribal governments are not required to comply with this procedure

PUERTO RICO

Ing. David Rodríguez / Luz H. Olmeda
Puerto Rico Planning Board
Federal Applications Review Office
P.O. Box 41119
San Juan, Puerto Rico 00940-1119

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VIRGIN ISLANDS

Debra Gottlieb (Acting Director)
Director, Office of Management and Budget
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Telephone: (340) 774-0750
Fax: (340) 776-0069
dbgottlieb@omb.gov.vi

Please note - You do not need to begin the intergovernmental review process unless and until you are notified of a selection for an award.

C. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: www.whitehouse.gov/omb/grants/spoc.html

D. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](#) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
 2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
 3. Provide its DUNS number in each application or proposal it submits to the agency.
- Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

E. Reporting Requirements

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

F. Disputes

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Rachel Chaputat (212) 637-4116

G. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

H. Unliquidated Obligations

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

I. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

Section VII. AGENCY CONTACTS:

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Rachel Chaput
RCRA Programs Branch
290 Broadway, 22nd Fl
New York, NY 10007-1866
Phone: (212) 637-4116
chaput.rachel@epa.gov

All questions or comments must be communicated in writing via postal mail or email to the contact person listed above.